

A Sample Paper for the Purpose of Correct Formatting Using
Notes-Bibliography Style for Students in All **Non-Divinity** Degree Plans

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NOTE: Content highlighted in green throughout should NOT be included in any student's paper. Such content is included herein as flags to note and bring attention to special rules.

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Disclaimer: This sample paper includes much of the same content as that in LU's Rawlings School of Divinity's *Writing Guide* and sample Turabian paper. All are original work products of Liberty University and these parallel versions of Turabian sample papers to address unique requirements in Divinity and non-Divinity programs do not constitute plagiarism (and thus do not require citations to such parallel content within). **Students are not permitted to use the same work from one class paper, in a subsequent class paper.**

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Introduction

“Turabian” style is an abbreviated version of the more-comprehensive “Chicago” style. Turabian is named for Kate L. Turabian (2013), the author of *A Manual for Writers of Research Papers, Thesis, and Dissertations: Chicago Style for Students & Researchers*, which is currently in its 8th printed edition.¹ This sample paper will strive to provide students with all the foundational elements of a Turabian paper using the **Notes-Bibliography format** for all students majoring in History and other degrees requiring Turabian format that do not fall under LU’s Rawlings School of Divinity. LU’s Rawlings School of Divinity has made some nominal changes to standard Turabian formatting that do not apply to non-Divinity students. Students in those degree plans should NOT use the format included in this sample paper, but rather should follow the format set forth in the School of Divinity’s unique sample papers instead.²

This paper will focus primarily on the stylistic elements discussed in Chapters 16 and 17 of the Turabian manual³ —*as revised by the History Department*.⁴ Students will need to incorporate proper grammatical elements to their papers as well, but those will not be addressed in detail herein.

Many students’ papers will require an introductory section that summarizes or previews the argument of the whole paper, though this is not universally required for all papers.⁵ It should

¹ Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th ed., rev. Wayne C. Booth, et al. (Chicago: University of Chicago Press, 2013).

² LU’s Rawlings School of Divinity (SOD) published its own [Writing Guide](#), which includes a link to the SOD’s sample Turabian paper (also in notes-bibliography style). Students in degrees under the SOD should follow those guidelines, rather than the ones presented in this sample paper.

³ Turabian, *A Manual for Writers*, 144-215.

⁴ For example, footnote numbers in standard Turabian are not superscripted and are followed by a period (pages 156 and 390 of your Turabian manual), but **the History Department requires superscripted numbers with no periods**, as depicted throughout this paper.

⁵ Turabian, *A Manual for Writers*, 390.

be set apart as a separate First-Level Subheading (addressed below). Leave two blank spaces beneath the word Introduction and the text that follows, as shown above.⁶ Turabian suggests that “most introductions run about 10 percent of the whole.”⁷ She also suggests that conclusions are typically shorter than introductions.

Ibid.

The abbreviation *ibid.* is used to refer to “the same” source cited immediately before *on the same page*⁸—in this case, footnote #3. The term *ibid.* itself is a Latin abbreviation (which is why it is italicized in the text of a sentence), so **DO** include the period. Capitalize it when it begins the footnote, since it depicts the beginning of a sentence, but do **not** italicize the term in notes.⁹ If the page numbers for that footnote and the one preceding it differ, use **Ibid.** followed by a comma and the correct page number(s), as shown in footnotes #7 and #8 below. If the page number is the same for both the current footnote and the one that precedes it, simply use the word **Ibid.** for that second footnote, as shown in footnotes #7 and #9 below.

Each new page of a student’s paper restarts the requirements ... so the first footnoted citation to a source on each page would include the author’s name and a shortened title (if previously cited), then students can resume using *ibid.* for subsequent citations on that page, as shown in footnotes #5 and #6 above. Standard Turabian format allows two forms of shortened notes,¹⁰ but the History Department requires the author-title version that includes both the

⁶ Turabian, *A Manual for Writers*, 390.

⁷ *Ibid.*, 104.

⁸ *Ibid.*, 161.

⁹ *Ibid.*

¹⁰ *Ibid.*, 158-160.

author's name and a shortened version of the source's title. Footnote #10 below (and the first footnote on each new page referring to the Turabian manual) depicts a shortened note—where the author's name is given, along with a few words of the title. Always include the page number, whether you use a full footnote or a shortened note.

Basic Formatting

Overview

Turabian generally offers writers great flexibility in the choices they make regarding many stylistic elements.¹¹ However, LU's schools, departments, and professors have adopted specific requirements. A professor's mandates trump anything in this sample paper; students should always adopt their specific professor's unique expectations when those differ from the proposed formatting in this sample paper. When in doubt, it may prove beneficial to ask your professor for clarification.

Title Page

The Turabian manual provides two different examples and details for the optional title page formats.¹² LU's History Department requires a dissertation-style title page, but students in non-History and non-Divinity degree programs should check with their individual professors to determine the requirements of each. Though the two samples in the Turabian manual¹³ both

¹¹ For example, Turabian does not specify a font size or style, although the OWC generally recommends Times New Romans, 12-point font. Many other elements are also left by Turabian up to individual writers; the OWC has incorporated its own educated judgment for those in this sample paper, but professors (and students) have freedom to stray from those, as permitted in the Turabian manual.

¹² Turabian, *A Manual for Writers*, 377-76.

¹³ *Ibid.*, 376.

depict bolded titles on those title pages, section A.2.1.2¹⁴ is silent on such. Section A.1.5, however, specifies that titles should be bolded (though that section appears to be referring specifically to subheadings).¹⁵ As with all other issues where the Turabian manual is unclear, students should be sure to clarify with their professor if they have any questions about the professor's expectations and requirements.

Other formatting elements required include:

- One-inch margins on all four sides of the paper.
- Times New Roman size 12-pt. font except the content in the footnotes themselves (not the superscripted numerals in the body of the paper), which should be Times New Roman 10-pt. font.
- Double-spacing throughout the body of the paper, except in the footnotes, block quotes, table titles, and figure captions. Lists in appendices should be single-spaced, too.¹⁶
- Quotations should be blocked if the citation is five or more lines. Blocked quotations are single-spaced, and every line is indented one half-inch, with an extra return before and after the excerpt. No quotation marks are used when using blocked quotations. Turabian requires blocked quotes to be introduced in the writer's own words.¹⁷

Page Numbering

The title page should not include any page number, although it is considered the first page of any paper. The front matter (anything between the title page and the first page of the

¹⁴ Turabian, *A Manual for Writers*, 376.

¹⁵ *Ibid.*, 374-75.

¹⁶ *Ibid.*, 373.

¹⁷ *Ibid.*, 349.

body of the paper) should be numbered with lowercase Roman numerals centered in the footer, beginning with ii, to correspond with the fact that it begins on page two. The paper body, bibliography, and appendices display Arabic numerals (i.e., 1, 2, 3) placed flush-right in the header,¹⁸ beginning with page 1 on the first page of the body of the paper.

LU has prepared a [tutorial on pagination for Turabian papers](#), with screenshots in MS Word to help students learn how to insert page numbers, step-by-step. Voila ... pagination mastered!

Table of Contents

Although this page/section is commonly referred to as the “table of contents,” only the word “Contents” should appear at the top, centered, without the quotation marks. Students may not need a table of contents, but one was included in this sample paper as a visual, and because it is lengthy enough to include subheadings. Note that “**all papers divided into chapters require a table of contents**” (emphasis supplied.¹⁹ If a student’s paper is not divided into chapters or subheadings (usually short papers), it likely will not be required to include a table of contents—please clarify with the professor.

The table of contents can span more than one page when necessary, as it does in this sample paper. Double-space between each item but single-space the individual items themselves. Add an extra line between each of the major sections (including the front and back matter). It is important to note that a table of contents does not list the pages that precede it, only those pages that follow it. Be sure that the first letter of each word is capitalized (other than articles and prepositions within the phrase).

¹⁸ Turabian, *A Manual for Writers*, 374.

¹⁹ *Ibid.*, 380.

“Leaders” —the dots between the words on the left margin and their corresponding page numbers at the right margin—are acceptable, at the student’s (or professor’s) choice. Only include the first page each element begins on; not the full page-span.

Number all pages of this element with Roman numerals. If the table of contents is more than one page, do not repeat the title. Leave two blank lines between the title and the first listed item. Single-space individual items listed but add a blank line after each item. Between the lists for the front and back matter and the chapters, or between parts or volumes (if any), leave two blank lines.

Thesis Statements

Section 2.1.13 of the Turabian manual discusses the placement and labeling of an abstract or thesis statement. Specifically, it acknowledges that “most departments or universities have specific models . . . that you should follow exactly for content, word count, format, placement, and pagination.”²⁰ Since this can vary from one professor to another, this paper will not include a separate sample thesis statement page. Do not confuse a purpose statement with a thesis statement, however. A purpose statement states the reason why the paper is written. For all practical purposes, the purpose statement introduces the thesis statement. An example of a purpose statement is, “The purpose of this paper is to demonstrate that when one recognizes God’s freedom he/she can find biblical inerrancy defensible.” An example of a thesis statement is, “Biblical inerrancy is defensible in the context of divine freedom.” Remember, it is the purpose and thesis statements that determine the form and content of an outline.

²⁰ Turabian, *A Manual for Writers*, 389.

The distinction between a purpose statement and a thesis statement is important. The purpose of this sample paper is to provide a template for the correct formatting of a research paper. The thesis is, “Students who use this paper as a sample or template are more likely to format their papers correctly in the future.”

Line Spacing

Section A.1.3 of the Turabian manual addresses line spacing.²¹ As mentioned above, all text in papers should be double-spaced except for block quotes, table titles, figure captions, and lists in appendices. The table of contents, footnotes, and bibliography entries should be single-spaced internally, but double-spaced between each entry.²² An extra double-spaced line should precede each subheading. There should only be one space after periods and other punctuation at the end of each sentence, before beginning a new sentence.²³

Capitalization

Turabian style has two forms of capitalization for titles: headline-style and sentence-style.²⁴ LU courses typically use headline style. Be sure to check with your professor.

Chapters versus Subheadings

Turabian allows each writer to determine whether to use subheadings or chapters to divide his or her paper into sections. There are separate rules for both. Chapters are usually reserved for thesis projects and dissertations.

²¹ Turabian, *A Manual for Writers*, 373.

²² Ibid.

²³ Ibid.

²⁴ Ibid., 312.

Turabian allows great flexibility and individuality in how one formats the various subheading levels, when used. When your professor does not specify a preferred format for heading levels, students are invited to adopt the formats shown herein, for the sake of consistency and uniformity. Your professor's mandates, however, **always** trump any other source's recommendations. LU's Online Writing Center strongly urges students not to search the Internet for outside resources regarding Turabian format, since those are all individuals' interpretations, and there is tremendous disparity from one source to another. For example, some resources recommend using ALL-CAPITAL letters, but Turabian expressly discourages such as having "the undesirable effect of obscuring the capitalization of individual words in a title."²⁵

The title of a heading cannot be left "orphaned" at the bottom of a page, without its supporting text.²⁶ If there is not enough room on the previous page for both the heading title and at least the first two lines of the paragraph, you must begin a new page. You can have two headings in a row as shown on page 14 below separated by one blank line, however.

The formats used and recommended in this sample paper align with [LU's Turabian Headings document](#):

1. First-level headings should be centered, bolded, and use headline-style capitalization.
2. Second-level subheadings should be centered, not bolded, and use headline-style capitalization.
3. Third-level subheadings should be left-justified, bolded, and use headline-style capitalization.

²⁵ Turabian, *A Manual for Writers*, 375.

²⁶ *Ibid.*, 393.

4. Fourth-level subheadings—though rare in Turabian style—should be left-justified, not bolded, with only the first letter of the first word capitalized.
5. Fifth-level subheadings are extremely rare; they should be indented ½” from the left margin, not bolded, italicized, in sentence case (including a period), followed by one space, with the text following on the same line.

Except for fifth-levels, all text would begin on the line beneath the heading. Note that there must be at least two of any subheading used under a larger heading. Turabian also does not allow orphaned headings, where the heading appears at the bottom of the page, isolated from its content on the next page.²⁷ These subheading levels are used throughout this sample paper, but below is a visualization of each. Note that sectional headings should have two blank single-line spaces above the heading and one blank single-line space below the heading.

Contemporary Art (First-level)

What Are the Major Styles? (Second-level)

Abstract Expressionism (Third-level)

Major painters and practitioners (Fourth-level)

Pollack as the leader (Fifth-level). This one is unique in that the text begins on the same line.

²⁷ Turabian, *A Manual for Writers*, 393.

“Voice”

As a general rule, use active voice and avoid first or second person pronouns unless permitted by the assignment instructions. This paper uses second person (you, your) since it is instructional in nature. In historical writing, use simple past tense verbs, but when referring to an author’s written work, use present tense.

Organizing a Paper Using an Outline

When writing a paper, organize your outline first so that you are able to plan how you will make your argument and then give your reasoning and evidence to support your thesis statement. Your first paragraph of each section should explain how this will fit into your reasoning, and then each section will end with a summary of how the evidence has shown your reasoning to be correct. Also, transitions are very helpful at the end of each major section so that the reader anticipates how the next section is connected to the logical progression of the reasoning you use to support your thesis.

Most LU research papers will be no longer than twenty pages and generally will not have long and detailed outlines or subheadings beyond the third level. Details that would be appropriate for the fourth or fifth heading level tend to distract the reader’s attention from the overall thesis within a short essay (typically fewer than 20 pages). Even if a fourth level is unavoidable, a fifth level is discouraged.

Citations

Though Turabian allows two forms of citing your sources in the body of a paper, this sample paper focuses exclusively on the notes-bibliography style. Chapter 17 of your Turabian manual focuses on these elements. The “N” denotes (foot)notes, and the “B” denotes

bibliography entries. Be sure to use the correct format for each since there are some variances between them for each resource. Notably, the first/only author's name is inverted (i.e., last name first) in bibliography entries, but not in notes.

When formatting a footnote, indent the first line of each footnote the same amount as the first line of the paragraphs within your paper (generally 1/2"). The indentation should be before the superscripted footnote number. Insert one space after the superscript number before the first word of the footnote.²⁸ The footnotes should be single-spaced, and there should be a single blank space between (or 10-pt. line space after) each footnote.

There is one notable exclusion to notes formatting that most LU students will encounter. The version or translation of the Bible being used must be identified in the text with a parenthetical reference (e.g. 1 Cor 1:13, ESV). If you choose to use the same Bible translation (such as the *English Standard Version*) throughout the paper you should add a footnote in your first usage stating, "Unless otherwise noted, all biblical passages referenced are in the *English Standard Version*." This means that you will not need to reference the version of the Bible in subsequent citations unless you change the version. For example, if the student identified the *English Standard Version* as the primary version but chose to use the *New International Version* (NIV) when quoting a particular verse such as John 14:6, the parenthetical citation following the passage would be (John 14:6, NIV). Whatever translation, the full name should be italicized since a translation is a book title (do not italicize the abbreviation, as depicted in this paragraph).

An example of each of the major types of footnoted resources is included herein for sample purposes. Note that writers would only include footnotes and bibliography entries for

²⁸ **This rule is specific to the History Department.** In standard Turabian, the footnote number is not superscripted and it is followed by a period.

resources whose content were actually used in supporting the author’s position in a paper. These samples that follow are for illustration purposes only, and each source footnoted herein is also included in the bibliography section.

- Book by one author.²⁹
- Book by two authors.³⁰
- Book by three authors.³¹
- Book by four or more authors.³²
- Editor, translator, or compiler instead of author.³³
- Editor, translator, or compiler in addition to author.³⁴
- Chapter or other part of a book.³⁵
- Preface, foreword, introduction, or similar part of a book.³⁶

²⁹ Wendy Doniger, *Splitting the Difference* (Chicago: University of Chicago Press, 1999), 65.

³⁰ Guy Cowlshaw and Robin Dunbar, *Primate Conservation Biology* (Chicago: University of Chicago Press, 2000), 104–7.

³¹ Silas Owenby, Marcus Outback, and Robert Dunn, *In His Service* (Chicago: University of Chicago Press, 2017), 11-12.

³² Edward O. Laumann et al., *The Social Organization of Sexuality: Sexual Practices in the United States* (Chicago: University of Chicago Press, 1994), 262.

³³ Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–92.

³⁴ Yves Bonnefoy, *New and Selected Poems*, ed. John Naughton and Anthony Rudolf (Chicago: University of Chicago Press, 1995), 22.

³⁵ Andrew Wiese, “‘The House I Live In’: Race, Class, and African American Suburban Dreams in the Postwar United States,” in *The New Suburban History*, ed. Kevin M. Kruse and Thomas J. Sugrue (Chicago: University of Chicago Press, 2006), 101–2.

³⁶ James Rieger, introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley (Chicago: University of Chicago Press, 1982), xx–xxi.

- Book published electronically.^{37,38}
- Article in a print journal.^{39,40}
- Article in an online journal.^{41,42}
- Popular magazine article.⁴³
- Newspaper article.⁴⁴
- Book review.⁴⁵
- Thesis or dissertation.⁴⁶

³⁷ Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), accessed June 27, 2006, <http://press-pubs.uchicago.edu/founders/>.

³⁸ Note: if the book is a PDF of a hard-copy publication, you do not need the web address, etc. You should cite it as if you are holding it in your hand. However, if the on-line publication is in digitized form and does not have page numbers reflecting the actual pages in the book, then follow the example directly below. *If a book is available in more than one format, cite the version you consulted. For books consulted online, include an access date and a URL. If you consulted the book in a library or commercial database, you may give the name of the database instead of a URL. If no fixed page numbers are available, you can include a section title or a chapter or other number.*

³⁹ John Maynard Smith, "The Origin of Altruism," *Nature* 393, no. 2 (1998): 639.

⁴⁰ Note: if the journal has more than one issue per year—i.e., (April 1998)—put the month before the date.

⁴¹ Mark A. Hlatky et al., "Quality-of-Life and Depressive Symptoms in Postmenopausal Women after Receiving Hormone Therapy: Results from the Heart and Estrogen/Progestin Replacement Study (HERS) Trial," *Journal of the American Medical Association* 287: 5 (2002), accessed January 7, 2004, <http://jama.ama-assn.org/issues/v287n5/full/joc10108.html#aainfo>.

⁴² For a journal article consulted online, include an access date and a URL. For articles that include a DOI, form the URL by appending the DOI to <http://dx.doi.org/> rather than using the URL in your address bar. The DOI for the article in the Brown example is 10.1086/660696. If you consulted the article in a library or commercial database, you may give the name of the database instead.

⁴³ Steve Martin, "Sports-Interview Shocker," *New Yorker*, May 6, 2002, 84.

⁴⁴ William S. Niederkorn, "A Scholar Recants on His 'Shakespeare' Discovery," *New York Times*, June 20, 2002, Arts section, Midwest edition, B 12.

⁴⁵ James Gorman, "Endangered Species," review of *The Last American Man*, by Elizabeth Gilbert, *New York Times Book Review*, June 2, 2002, 16.

⁴⁶ M. Amundin, "Click Repetition Rate Patterns in Communicative Sounds from the Harbour Porpoise, *Phocoena phocoena*" (PhD diss., Stockholm University, 1991), 22–29, 35.

- Paper presented at a meeting or conference (unpublished).⁴⁷
- Letter in a print collection.⁴⁸
- Document in a print collection.⁴⁹
- Website/document in an on-line source (unpublished).⁵⁰
- Kindle or e-reader Book (no page numbers).⁵¹
- Article or chapter in an Edited Book.⁵²
- Reference works (omit from Bibliography).⁵³

Special Applications

Examples of Citing the Bible

Many students struggle with the proper formatting in citing the Bible. When citing biblical passages, there are some general guidelines to follow that are important. It is not necessary to write out full citations of verses or paragraphs from the Bible since your readers can

⁴⁷ Brian Doyle, “Howling Like Dogs: Metaphorical Language in Psalm 59” (paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, June 19–22, 2002).

⁴⁸ George Whitefield to Mr. I. Roberts, 18 July 1740, *The Works of the Reverend George Whitefield*. 6 vols, (London: Printed for Edward and Charles Dilly, 1771), 1: 199-200.

⁴⁹ Egerton Leigh, *The Man Unmasked: or, the World Undeceived in the Author of a Late Pamphlet, Intituled [sic], ‘Extracts from the Proceedings of the High Court of Vice-Admiralty in Charlestown, South-Carolina,’ &c with Suitable Remarks on that Masterly Performance* in Philip Hamer, et al., eds., *The Papers of Henry Laurens*, 16 vols (Columbia, SC: University of South Carolina Press, 1969-2003), 6: 19-23.

⁵⁰ Silas Deane to Elizabeth Deane, (Letter 16) 7 September 1774, *Delegates to Congress: Letters of Delegates to Congress, 1774-1789*, vol. 1, August 1774-August 1775, Electronic Text Center, University of Virginia Library, 35, accessed April 27, 2011, <http://etext.virginia.edu/toc/modeng/public/DeIVol01.html>.

⁵¹ Dave Earley and Rod Dempsey, *Disciple Making Is . . . : How to Live the Great Commission with Passion and Confidence* (Nashville: B&H Publishers, 2013), loc. 103, Kindle.

⁵² Sergius Bulgakov, “The Virgin and the Saints in Orthodoxy,” in *Eastern Orthodox Theology: A Contemporary Reader*, ed. Daniel B. Clendenin (Grand Rapids: Baker Books, 1995), 68.

⁵³ *Peloubet’s Bible Dictionary*, 6th ed., s.v. “Romans, Epistle to the.”

find the references that you cite. Citations are written in full when the author needs to make a specific observation, such as when he/she chooses to follow Luke’s example in his message to Theophilus; “so that you may know the exact truth about the things you have been taught” (Luke 1:4).⁵⁴ You will notice in the footnote below that only a single footnote is needed when identifying the Bible version, providing the paper cites from only one translation. All the following biblical references are given in the text of the paper, not in the footnotes, unless content in the footnote requires biblical references. If you use multiple translations or versions of the Bible, then you would have to use one footnote for each new version and use a system of abbreviations in the text, but only within parentheses (NASB, KJV, NIV, etc.). The writing is simplified if you choose one version of the Bible and use it exclusively. Then you can provide a disclaimer footnote to that effect as stated in footnote number eight.

In the actual text of a paper you need to follow proper grammatical and style requirements. Here are some correct examples of how to cite references or allusions from the Bible. Luke wrote to Theophilus in verse four of his first chapter so that his patron would have a more exact understanding of the details of the salvation offered also to the Gentiles. Luke claims that he wrote his Gospel, “in consecutive order,” after having “investigated everything carefully from the beginning” (Luke 1:3). In verse one of Chapter One, Luke seems to be aware of previous Gospel accounts, but in Luke 1:2, he claims that he has information from eyewitnesses. You will note in the previous example that you are permitted to use standard biblical references like Luke 1:2 within a sentence as long as you introduce it as a biblical reference rather than as part of your text.

⁵⁴ Unless otherwise noted, all biblical passages referenced are in the *English Standard Version* (Wheaton, IL: Crossway, 2008).

The abbreviations for the books of the Bible can be used only in parentheses within the text or in footnotes.⁵⁵ For example, you may make a reference to Romans 1:16, but if you state that Christians should not be ashamed of the gospel (Rom 1:16), then you should use the abbreviation within parentheses. The following examples are all correct: Paul, in verse sixteen of Chapter One of his Epistle to the Romans, states that he is not ashamed of the gospel; Paul states that he is not ashamed of the gospel (Rom 1:16); and in Romans 1:16, Paul states that he is not ashamed of the gospel.⁵⁶

Study Bible

Citing quotations from study Bible notes or book introductions is done differently than citing Bible verses. Citing notes from a study Bible is usually appropriate only for reflection papers, journal entries, or informal essays. For exegetical or research papers, commentaries, grammars, and theological works more specific to the field should be used instead. Ask your professor if it is appropriate to use Study Bible notes for a particular assignment. Cite study notes or book introductions in footnotes as you would a chapter in an edited anthology (Turabian 17.1.8.3). For example:

²R. Alan Culpepper, "Luke," in *The New Interpreter's Bible*, Vol. 9, eds. Leander E. Keck, et al. (Nashville, TN: Abingdon Press, 1995), 62-63.

⁵⁵Turabian includes a comprehensive list of abbreviations for the books of the Bible in sections 24.6.1-24.6.4. Some professors, however, prefer that students consult the SOD's Writing Guide, Appendix A: [Sacred Book Reference List and Capitalization Guide](#). Be sure to clarify what your professor expects.

⁵⁶Notice the word "gospel" is not capitalized when referring to the evangelical message (i.e. "good news"). It is capitalized when referring to one of the first four books of the New Testament.

Map, Photography, Figure, or Table

If you are citing a map, photograph, figure, or table, it is also cited in the footnotes, according to Turabian 17.1.7.2. For example:

² R. Alan Culpepper, “Luke,” in *The New Interpreter's Bible*, Vol. 9, eds. Leander E. Keck, et al. (Nashville, TN: Abingdon Press, 1995), 89, table 6.4.

Crediting Authors of Chapters

In Turabian format, you are required to credit the author of each individual chapter that you gleaned material from ... and each of those would be individual references. See section 19.1.1.1 of your Turabian manual.⁵⁷

Numbering

Any number used in the text that is less than one hundred and any whole number of hundreds should be spelled completely within the body of the paper (one hundred, two hundred, etc.).⁵⁸ Generally, if the number can be written with one or two words, it should be spelled completely. For numbers written with more than two words (i.e., 108 or 210), numerals should be used. However, you should never mix the styles. If any number used must be written with numerals, then all should be in the same style (i.e., 98, 108, 210, 300; not ninety-eight, 108, 210, three hundred). Of note here is an exception that when writing percentages in the text, you would write 98 percent or 100 percent, and so forth; always using the numeral, but writing out “percent.”

⁵⁷ Turabian, *A Manual for Writers*, 232.

⁵⁸ The exception is within a footnote where all numeric numerals can be used (e.g. 100, 200, etc.).

Permalinks

Some resources have permalinks available. They may appear as a paperclip or linked-chains icon ... or by the word Permalink. [This webpage](#) explains more. If you cannot find a viable URL that does not require log-on credentials, then omit the URL altogether and just include all the other elements.

Turabian – Videos

Videos and podcasts in notes-bibliography style are addressed in section 17.8.3.5 of your Turabian manual.⁵⁹

Turabian – Ebooks with No Page Numbers

Section 17.1.10 addresses ebooks. The bottom paragraph on page 181 has all the specifics.⁶⁰

Eturabian.com

Students are encouraged to study and learn the specifics for how to cite each type of resource. The Online Writing Center has found one online resource to consistently and dependably produce bibliographic entries: www.eturabian.com. Its software was generated by an independent entity, but thus far, OWC staff have not discerned any errors (provided the details are properly input into the citation generator).

⁵⁹ Turabian, *A Manual for Writers*, 204.

⁶⁰ *Ibid.*, 181.

Conclusion

The conclusion of a paper in Turabian style should reiterate the thesis (though not necessarily verbatim) and provide the audience with a concise summary of all the major points. The importance of an effective conclusion cannot be overstated, as it frames the writer's closing thoughts and should provide a lasting impression on the reader.

Bibliography Entries and Tips

The bibliography list itself begins on a new page following the Conclusion even though a great deal of room may be left on a final page. To do this, hold down the "Ctrl" key and then hit the "Enter" key, which will drop the cursor down to an entirely new page to start the bibliography. Type the word **Bibliography**, centered, in bold type, followed by one blank line. The bibliography is single-spaced but with a blank line (or 12-pt line space after) inserted between each entry. Chapter 17 of the Turabian manual is dedicated to the various forms of bibliographic entries.⁶¹

The following bulleted list depicts a block quote with bullets (single-spaced, indented ½" from left margin, with ragged right margin):

- Use the term *Bibliography* for your final list of bibliographic entries. Other terms such as *References* or *Works Cited* are not acceptable.
- Bold the title, center it, and begin a new page with normal page numbering.
- Use a one-half inch hanging indentation for the second+ line(s) of each.
- Use single-line spacing between (or 12-pt. line spacing after) entries.
- Only cite sources directly referenced in the body of your paper. Do not cite works that have only been consulted. For every reference, there should be a footnote and vice-versa.
- When including two or more works from the same author in the bibliography, Turabian 8th edition calls for a long dash, called a 3-em dash. For more on this see Turabian, *Manual for Writers*, 151-152.
- Break the URL at a logical breaking point (after a period, /, etc.) to go to the next line. Do this by placing the cursor where you want it to break, then click Ctrl-Enter.

⁶¹ Turabian, *Manual for Writers*, 164-215.

- When consulting an anthology where all of the chapters are written by different authors, insert the inclusive page numbers of that particular chapter in the bibliographic entry. If citing from a book within a collection of books, also insert the inclusive page numbers of that particular book in the bibliographic entry.
- When citing an article from an online library/search engine, you do not need to cite the search engine or article address if the article is in the same form as it would have been in a print journal (typically you can tell this is the case if the online article is downloadable into a .pdf). If you need to cite the link to the article, it is preferred that you cite the article using the Digital Object Identifier (DOI). If no DOI is available, make sure you are using a permalink rather than a link copied and pasted from your web browser's address bar. If you signed into the Liberty University Jerry Falwell Library online using a username and password, then the address from the address bar will not work for anyone who does not have *your* username/password.
- Italicize book titles; use quotation marks for article titles.
- Do not include the Bible in the bibliography. Since the Bible is considered a sacred work, cite it initially in the footnotes and subsequently in parenthetical references. For example, note the parenthetical reference in the following sentence: Christ declares his exclusive salvific value when he states, "I am the way, the truth, and the life" (John 14:6). The Bible reference is not included within the quotation marks because it is not a part of Christ's declaration. The period would come after the parenthesis because you cannot begin a new sentence without a period immediately preceding it.

This would be the last page of text in the body of the paper. Even though it only covers about half the page, drop down to the next page before beginning your bibliography. Ordinarily, there should be no coloring in any research paper, and no footnotes in the bibliography list. However, both are included below to help delineate among the different types of resources, as a teaching tool for students.

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¹ Thesis or dissertation.

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¹⁰ Document in a print collection.

¹¹ Article in an online journal.

¹² Book published electronically.

¹³ Editor or translator instead of author.

¹⁴ Book with four or more authors.

¹⁵ Magazine article.

¹⁶ Newspaper article.

¹⁷ Book with three authors.

¹⁸ Preface, foreword, introduction, or similar part of a book.

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²¹ Chapter or other part of a book.